

DELAWARE DEPARTMENT OF JUSTICE JOB OPENING

Opening Date: June 23, 2020

Closing Date: June 30, 2020

PARALEGAL Criminal Division, Misdemeanor Trial Unit New Castle County

Job Responsibilities and Duties:

This paralegal position provides expertise and paralegal support to Deputy Attorneys General assigned to the Criminal Division and will report directly to the Misdemeanor Trial Unit. The general paralegal duties include, but are not limited to, researching, preparing and processing legal documents such as discovery, motions and subpoenas for the Deputy Attorneys General, assisting the Deputy Attorneys General in preparing cases for trial, including victim/witness contact, scheduling interviews, obtaining reports, redactions for both discovery and trial purposes and providing other support as requested. Responsibilities also include interfacing with the laboratories that test controlled substances for the State of Delaware and ensuring that the testing reports are obtained in a timely manner and provided to defense counsel in accordance with the Criminal Rules. This position also requires frequent interface with police agencies to obtain outstanding evidence needed by the Deputy Attorneys General in preparation for trial. In addition to the general paralegal responsibilities, this position will be responsible for conducting preliminary reviews of expungement motions filed, gathering/requesting necessary documents to draft the State's response to petitions filed, drafting the State's responses to petitions, and conducting legal research on unique expungement issues. This successful candidate must be capable of working independently and efficiently in a high-paced work environment and must be a self-starter, detail-oriented and well organized.

Minimum Qualifications:

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

- **Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.
- **External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):
<http://attorneygeneral.delaware.gov/executive/hr/job-application/>
- **OR** external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6th Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@delaware.gov OR Fax to: 302-577-5866. EOE.